

Student Handbook

1945 - 1946

Student Handbook

The
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To

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1945-46

M. S. T. C.

isfield, Pennsylvania

STATE TEACHERS COLLEGE

ANSFIELD, PENNSYLVANIA

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THE
PASSWORD
To
M. S. T. C.

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1945-1946

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State Teachers College
Mansfield, Pennsylvania

Published by
The Student Council

Editors
Sylvia Beck, '46
Ann McCawley, '47

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1945-46

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JAMES G. MORGAN

Members of the Freshman Class:

It is with sincere pleasure that the student body, the faculty and the administration welcome you to Mansfield with its rich traditions, broad cultural background and unlimited opportunities for personal and professional development.

With your cooperation, your experiences at Mansfield may bring to you some of the most lasting satisfactions of your life; without that cooperation it may bring serious disappointment. A college environment, while similar in many respects to some others, is different only in degree from those environments with which you are already acquainted. Your home, high school and local community have each contributed to prepare you to make your adjustment to college. Friendship, tolerance, courtesy, politeness, industry and willingness to do one's part are significant features in each of these environments and your adjustment will be proportionate to your recognition of these similarities.

The primary responsibility for an intelligent adult education is yours. The college surrounds you with the most favorable conditions for securing an education. If you have the intelligence required to use the college facilities; the initiative to construct from them the knowledge and skills that mean education, you may be assured the personnel of Mansfield will guide you sympathetically and profitably in your educational growth and development.

—JAMES G. MORGAN President.

WELCOME, CLASS OF 1949!

Mansfield, and we of Mansfield, extend a welcome to you, the new members on our campus. We look forward to your friendship, your cooperation, and in turn, your success. We hope to make you feel welcome, happy and secure.

Our standards for you are high. A friendly smile and a cheery hello are the first steps toward these achievements we have set for you.

We are pleased you have chosen to come to Mansfield and know you shall not regret your decision.

THE STUDENT COUNCIL

SUGGESTIONS TO THE FRESHMEN

Here Are A Few Pointers For You,
Frosh. We Wondered, Too.

1. Don't be disturbed about the psychological examinations scheduled for the Frosh. They are given to help you and are part of the guidance program.
2. Classes begin at eight o'clock. The best plan is not to cut them, but be present to give an eight o'clock "good morning" to the faculty member.
3. Homemaking students never have enough magazines so it might be well to start your collection now. Music students' practice rooms are on the seventh floor, to these girls become accustomed to climbing the "golden stairs."
4. Don't be concerned about the study hours scheduled for the first nine weeks. You will study at least that much time when there are no restrictions.
5. Girls, don't forget to bring hangers with you.
6. The Matron checks your room once a week so be certain not to have any little dust kittens under that bed.
7. We are counting on your support during the Freshman initiation. Our purpose is not to ridicule you nor injure your pride, but to acquaint you with our college and familiarize you with our principles and traditions. It will be fun if you enter into it in the right spirit.

—The 1945 Sophomore Tribunal.

**ASSOCIATED
STUDENT GOVERNMENTS
of the
STATE TEACHERS COLLEGES
OF PENNSYLVANIA**

Officers for 1945-1946

President_____Eleanor O. Dickey
Secretary-Historian____Julia M. Jackson
Faculty Sponsor__Dr. Leslie Pickney Hill

ALL

AROUND

THE

TOWN

ALL AROUND THE TOWN

Mansfield is located in Tioga County in the heart of Pennsylvania's Northern Tier, a region of forested mountains and fertile valleys once known to an earlier people as "The Garden of the Six Nations". Route 6, the Roosevelt Trail, and Route 15, the Sullivan Trail, two of the main highways of the U. S. A., intersect in Mansfield.

If a tourist should suddenly find himself at this intersection, whether to go north, south, east, or west would be a difficult decision to make. North would lead him to the beautiful Finger Lake Region; South to the great glacial moraine separating Mansfield from the Susquehanna Valley; East, to the Marie Antoinette section, the great anthracite coal fields, and the Poconos; West to the Grand Canyon of the East, the great natural gas fields, and the historic Black Forest. It may truly be said that Mansfield is the hub of scenic trails.

If a student of M.S.T.C., and this often happens, finds himself at this intersection, the decision is not too difficult to make. It depends on the time of day. In the morning or afternoon one can walk in any direction to one of Mansfield's stores—we have two five and dimes—and do a little shopping. This can be followed by a snack at the Diner. In the evening he might go to the movie and after the movie he can have a sun-

DAY

BY

DAY

CALENDAR OF EVENTS—1945-1946

First Semester

- Monday, Sept. 10—Sunday, Sept. 16
Freshman Week Activities
- Tuesday, September 11
Beginning of Classes
- Sunday, September 16
College-Community Vesper Service
- Tuesday, October 2
Assembly Program:
CAPTAIN W. B. HASKELL, Foreign
Correspondent Herald-Tribune
- Saturday, October 6
Parents' Day
- Monday, October 8
Faculty Meeting
- Sunday, October 14
College-Community Vesper Service
- Saturday, October 20
Homecoming Day
- Artist Course Program:
AVRON TWERDAWSKY, Cellist
- Sunday, November 11
College-Community Vesper Service
- Monday, November 12
Faculty Meeting
- Friday, November 16
Artist Course Program:
MARGARET DODD—Mastersingers
- Wednesday, November 21—Noon
Beginning of Thanksgiving Recess
- Monday, November 26—Noon
End of Thanksgiving Recess
- Monday, December 10
Faculty Meeting

Wednesday, Dec. 12—Wednesday, Dec. 19
 Christmas Festivities
Friday, December 14
 College Players Production
Tuesday, December 18
 Christmas Dinner
Wednesday, December 19—Noon
 Beginning of Christmas Recess
Wednesday, January 2—Noon
 End of Christmas Recess
Sunday, January 13
 College-Community Vesper Service
Monday, January 14
 Faculty Meeting
Saturday, January 19—Noon
 End of First Semester

Second Semester

Monday, January 21
 Registraton for Second Semester
Tuesday, January 22
 Beginning of Classes for Second Semester
Sunday, February 10
 Col'lege-Community Vesper Service
Monday, February 11
 Faculty Meeting
Tuesday, February 12
 Assembly Program:
 MARKOOSHA FISHER, Lecturer on
 Russia
Tuesday, March 5
 Artist Course Program:
 THE OSTAS, Latin-American
 Dancers
Sunday, March 10.
 College-Community Vesper Service

Monday, March 11
Faculty Meeting

Friday, March 15 or Saturday March 16
Home Economics Department Event

Tuesday, March 19
Assembly Program:
MAX NOHL, Lecturer on Salvaging
Sunken Ships

Sunday, April 7
College-Community Vesper Service:

Monday, April 8
Faculty Meeting

Tuesday, April 9
Assembly Program:
EARLE SPICER, Baritone

Saturday, April 13—Noon
Beginning of Easter Recess

Wednesday, April 2—Noon
End of Easter Recess

Friday, April 26
Artist Course Program:
JEAN CHARLES KOHLER, Pianist

Saturday, May 4
May Day

Tuesday, May 7
Assembly Program: NED BROOKS
Washington Correspondent

Monday, May 13
Faculty Meeting

Friday, May 24
End of Classes

Saturday, May 25
Alumni Day

Sunday, May 26
Baccalaureate Service

Monday, May 27
Commencement

THE
GADEL
FALLS

**CONSTITUTION
of
THE STUDENT GOVERNMENT
ASSOCIATION
of the
STATE TEACHERS COLLEGE
MANSFIELD, PENNSLYVANIA**

ARTICLE I

Name

The name of this organization shall be the Student Government Association of the State Teachers College, Mansfield, Pennsylvania.

ARTICLE II

Purposes

The purposes of this organization shall be:

1. To stimulate a pride in the State Teachers College at Mansfield and to promote its interests to the highest possible degree.
2. To promote the scholastic and moral tone of the College and thus to maintain high standards of honor, loyalty, and service.
3. To give opportunity to students to develop initiative, judgment, and responsibility in the management of student life on the campus.

4. To encourage students to participate in many phases of a well-rounded college activity program.

ARTICLE III

Membership

All students enrolled at the State Teachers College, Mansfield, Pennsylvania, shall be members of this Association.

ARTICLE IV

The Student Council

The Student Council shall be the governing body of this Association. It shall consist of the following members for the duration of the war or as long as it is deemed advisable by the Student Government Association:

1. The officers (President, Vice President, Secretary, Treasurer).
2. The president of each class.
3. The presidents of the Women's Dormitory Council, the Women's Day Student Club, and the Men's Student Club.
4. The editor-in-chief of the College newspaper (Flashlight), and the editor-in-chief of the College yearbook (Carontawan).
5. The Dean of Women and the Dean of Men.

ARTICLE V

Meetings

Section 1. The Student Government Association shall meet at least twice a year. Meetings shall be called by the President or by a petition signed by fifty members of the Association. The number present at a regularly-called meeting shall constitute a quorum.

Section 2. The Student Council shall have regular meetings twice a month. Three-fourths of the number of students serving on the Council shall constitute a quorum.

ARTICLE VI

Powers of the Student Council

It shall be the duty and the responsibility of the Student Council to:

1. Recommend and approve general plans for the organization and administration of all student organizations.
2. Formulate policies for the Student Government Association and administer the policies of the Association.
3. Plan the monthly Social Calendar.
4. Name the student personnel of the student-faculty committees.
5. Recommend to the Student-Faculty Committee on the Student Activities Fund the allocations for the classes, the Student Council, publications, intramural athletics, the Social Committee, and student conferences.

6. Make such by-laws for the Association as are necessary to carry out the purposes of the Constitution and the policies developed in accordance with the constitution.

7. Act as the judicial agent of the Association and keep on file all judicial reports.

8. Recommend for discussion to the President of the College or the chairman of a student faculty committee problems pertaining to student life.

ARTICLE VII

Dormitory and Day Governments

Consistent with the general policy and plan of the organization set up by this Association, the students living in North Hall and South Hall and the men day students and the women day students are authorized to develop associations to handle the problems peculiar to the individual groups.

ARTICLE VIII

Amendments

Section 1. This constitution may be amended at any regular meeting by a two-thirds vote, the proposed amendment having been submitted to the Association at least one week before being voted on.

Section 2. By-laws may be adopted, amended, or repealed at any regularly meeting by a majority vote.

BY-LAWS

ARTICLE I

Meetings

Section 1. The meetings of the Student Council shall be at 7:30 p. m. on the first and third Mondays of each month.

Section 2. Students may attend open meetings of the Student Council. The President and the Student Council shall determine what meetings are open.

ARTICLE II

Nominations and Election of the Student Council

Section 1. The nominations of the officers of the Student Council shall be made by the Council. One suggestion for each office shall be made by the students on official forms submitted by the Council. The Council in making nominations shall consider the suggestions of the students as well as the personal qualities of the candidates. The President shall be a senior, the Vice-President a junior, the Secretary a sophomore, and the Treasurer, a junior.

The names of the candidates shall be submitted for approval to the Dean of Instruction, the Point-System Chairman, the Dean of Women, the Dean of Men, and the President of the College.

The election shall be held no sooner than two days after the nominations have been published. Voting shall be by secret ballot. A majority of votes cast shall be necessary to constitute an election. In case there are more than two candidates for one office, and no one receives a majority of the votes cast, a second election shall be held with the two highest as candidates.

Section 2. The class presidents shall be nominated and elected by each class according to Article III of the class constitutions.

Section 3. The dormitory and day student clubs presidents shall be nominated and elected by each group according to the constitution of these organizations.

Section 4. The editor-in-chief of the Flashlight shall be chosen by the present staff from its editorial board. The name of the person selected shall be presented to the Student Council for approval.

The editor-in-chief of the Carontawan shall be chosen by the present staff from its board. The name of the person selected shall be presented to the Student Council for approval. The editor shall be a member of the junior or senior class. No editor shall serve two years.

Section 5. The Dean of Men and the Dean of Women shall be advisers to the Student Council.

Section 6. Vacancies in office shall be filled by means of a special election within one month after the vacancy occurs.

ARTICLE III

Duties of the Student Council

Section 1. It shall be the duty of the President to call and preside at the Student Government Association and the Student Council meetings, to represent the student body on all public occasions, to see that the business of the Association is carried on properly, to appoint special committees, and to be an ex-officio member of all committees.

Section 2. It shall be the duty of the Vice President to preside over meetings and conduct the business of the Association and the Student Council in the absence of the President and to be chairman of the Social Committee of the Student Government Association.

Section 3. It shall be the duty of the Secretary to keep a record of the proceedings of all meetings, to have custody of all papers of the Association, to conduct all correspondence, and to post within forty-eight hours after each Student Council meeting the policies which were adopted.

Section 4. It shall be the duty of the Treasurer to have charge of all finances of the Student Council and the Social Committee and to report regularly to the Council the financial status of each fund.

Section 5. The class presidents and council members shall have definite responsibilities delegated to them by the President of the Student Council with the approval of the Student Council Advisers. The following committee chairmen shall be appointed:

Point-System Chairman

Chairman of Freshman Women Advisers

Chairman of College Spirit

Chairman of Handbook Committee

ARTICLE IV

Parliamentary Procedure

Roberts' Rules of Order shall be the parliamentary authority of this Association, subject to special rules which have been or will be adopted.

**CONSTITUTION
OF
THE WOMEN'S DORMITORY
ASSOCIATION**

ARTICLE I

Name

The name of this organization shall be the Women's Dormitory Association.

ARTICLE II

Purposes

The purposes of this organization shall be:

1. To administer student life in the dormitory so that all may live comfortably and with consideration for others.
2. To develop individual and group responsibility.
3. To promote conditions for the development of courtesy, self-control, and the desire to strive toward higher standards of work.

ARTICLE III

Membership

All students residing in North Hall, the women's dormitory, shall be members of this Association.

ARTICLE IV

The Women's Dormitory Council

Section 1. The Women's Dormitory Council shall be the governing body of this Association. It shall consist of the President and seven members.

Section 2. The adviser to the Dormitory Council shall be the Dean of Women.

ARTICLE V

Meetings

Section 1. The Women's Dormitory Association shall meet at the discretion of the President of the Women's Dormitory Council.

Section 2. The Women's Dormitory Council shall have regular meetings twice a month.

ARTICLE VI

Powers of the Women's Dormitory Council

It shall be the duty and responsibility of the Women's Dormitory Council to:

1. Formulate policies of the Women's Dormitory Association and administer these policies.
2. Make and enforce rules and regulations for the women dormitory students.

3. Plan the social life of the dormitory.
4. Act as a judicial agent of the Association and keep on file judicial reports of the Council.

ARTICLE VII

Amendments

Section 1. This constitution may be amended at any regular meeting by a two-thirds vote, the proposed amendment having been submitted in writing and read to the Association at a regular meeting at least one week before being voted on.

Section 2. By-laws may be adopted, amended, or repealed at any regular meeting by a majority vote.

BY-LAWS

ARTICLE I

Meetings

Section 1. The period from 6:45 p. m. to 7:30 each Tuesday shall be reserved for meetings of the Association. The meetings shall be called by the Women's Dormitory Council President or the Dean of Women.

Section 2. The Women's Dormitory Council shall have regular meetings on the second and fourth Monday evenings of each month. Special meetings may be called by the President.

ARTICLE II

Nomination and Election of the Women's Dormitory Council

Nominations for members of the Women's Dormitory Council shall be made by the Women's Dormitory Council of the preceding year. A suggestion for each office shall be made by students. The Women's Dormitory Council in making nominations shall consider the suggestions of the students as well as the personal qualities of the candidates. The President shall be a senior. Of the remaining seven members, two shall be seniors, three juniors, and two sophomores.

The names of the candidates shall be submitted for approval to the Dean of Instruction, the Point-system Chairman, the Dean of Women, the Dean of Men, and the President of the College.

Voting shall be by secret ballot. A majority of votes cast shall constitute an election. In case there are more than two candidates for one office, and no one receives a majority of the votes cast, a second election shall be held with the two highest as candidates.

ARTICLE III

Duties of the Women's Dormitory Council

Section 1. It shall be the duty of the President to call and preside at Women's

Dormitory Association and Women's Dormitory Council meetings, to represent the dormitory students on the Student Council, to see that the business of the Association is carried on properly, to appoint special committees and to be an ex-officio member of all committees.

Section 2. The other members of the Women's Dormitory Council shall have definite responsibilities. One shall be responsible for assigning places in the dining room, another for the record of minutes of all meetings, another for financial statements, another for fire drills, and another for the social life.

ARTICLE IV

Parliamentary Procedure

Roberts' Rules of Order shall be the parliamentary authority of this Association, subject to special rules which have been or will be adopted.

**CONSTITUTION
OF
THE MEN'S DORMITORY ASSOCIATION**

ARTICLE I

Name

The name of this organization shall be the Men's Dormitory Association.

ARTICLE II

Purpose

The purpose of this organization shall be to regulate student life in the dormitory in order that proper conditions for study and living may exist.

ARTICLE III

Membership

All students residing in South Hall, the men's dormitory, shall be members of this organization.

ARTICLE IV

The Men's Dormitory Council

The Men's Dormitory Council shall be the governing body of this Association. It shall consist of the President and four members.

The Dean of Men shall be adviser to the Men's Dormitory Council.

ARTICLE V

Meetings

The Men's Dormitory Association shall meet at the discretion of the President of the Men's Dormitory Council.

The Men's Dormitory Council shall have regular meetings twice a month.

ARTICLE VI

Powers of the Men's Dormitory Council

It shall be the duty and responsibility of the Men's Dormitory Council to:

1. Make and enforce regulations for the men dormitory students.
2. Formulate the policies of the Men's Dormitory Association and administer these policies.
3. Plan the social life of the dormitory.
4. Act as a judicial agent of the Association and keep on file judicial reports of the Council.

ARTICLE VII

Amendments

This constitution may be amended at any regular meeting by a two-thirds vote, the proposed amendment having been submitted in writing and read to the Association at a regular meeting at least one week before being voted on.

By-laws may be adopted, amended, or repealed at any regular meeting by a majority vote.

BY-LAWS

ARTICLE I

Meetings

Section 1. 6:45 p. m. each Tuesday shall be reserved for meetings of the Association. The meetings shall be called by the Men's Dormitory Council President or the Dean of Men.

Section 2. The Men's Dormitory Council shall have regular meetings on the second and fourth Monday evenings of each month. Special meetings may be called by the President.

ARTICLE II

Nomination and Election of the Men's Dormitory Council

The nominations for members of the Men's Dormitory Council shall be made by the Men's Dormitory Council of the preceding year. A suggestion for each office shall be made by students. The Men's Dormitory Council in making nominations shall consider the suggestions of the students as well as the personal qualities of the candidates. The president shall be a senior. Of the remaining four members, one shall be a senior, two juniors, and one a sophomore.

The names of the candidates shall be submitted for approval to the Dean of Instruction, the Point-system Chairman, the Dean of Women, the Dean of Men, and the President of the College.

Voting shall be by secret ballot. A majority of votes cast shall constitute an election. In case there are more than two candidates for one office, and no one receives a majority of the votes cast, a second election shall be held with the two highest as candidates.

ARTICLE III

Duties of the Men's Dormitory Council

Section 1. It shall be the duty of the President to call and preside at Men's Dormitory Association and Men's Dormitory Council meetings, to represent the dormitory students on the Student Council, and see that the business of the Association is carried on properly, to appoint special committees, and to be an ex-officio member of all committees.

Section 2. The other members of the Men's Dormitory Council shall have definite responsibilities. One shall be responsible for assigning places in the dining room, another for the record of minutes at all meetings, another for financial statements, another for fire drills, and another for the social life of the dormitory.

ARTICLE IV

Parliamentary Procedure

Roberts' Rules of Order shall be the parliamentary authority of this Association, subject to special rules which have been or will be adopted.

**CONSTITUTION
of the
SENIOR CLASS
of the
STATE TEACHERS COLLEGE
MANSFIELD, PENNSYLVANIA**

ARTCLE I

Name

The name of this organization shall be
The Senior Class of the State Teachers
College at Mansfield, Pennsylvania.

ARTICLE II

Membership

All students registered at the State
Teachers College at Mansfield who have
earned more than 96 semester hours of
credit, but fewer than 128 semester hours
shall be members of this organization.

ARTICLE III

Officers

Section 1. The officers of this organiza-
tion shall be a President, a Vice Pres-
ident, a Secretary, and a Treasurer.

Section 2. The candidates for each of-
fice shall be nominated by a Nominating
Committee appointed by the Presi-
dent of the Class. The Nominating Com-
mittee shall consist of the four class of-

ficers and a representative from each of the four major departments. This committee shall submit two candidates for each office. The report of the Committee shall be made at a meeting of the class at least two days prior to the election. Following the report of the Committee, nomination for each office may be made from the floor by any member present. The names of the candidates shall be submitted for approval to the Faculty Adviser, the Dean of Instruction, the Point-system Chairman, the Dean of Women, the Dean of Men, and the President of the College.

Section 3. Voting shall be by secret ballot. A majority of all votes cast shall be necessary to constitute an election. In case there are more than two candidates for one office, and no one receives a majority of the votes cast, a second election shall be held with the two highest as candidates.

Section 4. Vacancies in office shall be filled by means of a special election within one month after the vacancy occurs.

ARTICLE IV

Meetings

Regular and special meetings shall be called by the President of the class with the approval of the Faculty Adviser.

Notices for meetings shall be posted on official bulletin boards at least two days prior to the meetings.

ARTICLE V

Quorum

The number of members present at a regularly-called meeting shall constitute a quorum.

ARTICLE VI

Amendments

Section 1. This constitution may be amended at any regular meeting by a two-thirds vote, the proposed amendment having been submitted in writing and read to the class at a regular meeting at least one week before being voted on.

Section 2. By-laws may be adopted, amended, or repealed at any regular meeting by a majority vote.

Section 3. All amendments, by-laws, or changes in this constitution shall be approved by the class officers and the Faculty Adviser, and shall conform to the college regulations.

BY-LAWS

ARTICLE I

Duties of Officers

Section 1. The President shall call meetings of the class, shall preside at all meetings, and shall appoint all standing committees.

Section 2. The Vice President shall act in the capacity of the President in the latter's absence.

Section 3. The Secretary shall keep accurate minutes of all meetings of the class and act as class correspondent.

Section 4. The Treasurer shall collect all revenues and, with the approval of the Faculty Adviser, shall pay such bills as the class may direct insofar as consistent with the provisions of the approved budget.

ARTICLE II

Special Committees

The President shall appoint the Nominating Committee; the committees on Decorations, Programs, Refreshments, Orchestra, Publicity, and Clean-up for the annual dance; and all other standing committees.

ARTICLE III

Parliamentary Authority

Roberts' Rules of Order shall be the parliamentary authority of this organization.

ARTICLE IV

Order of Business

The order of business shall be:

- a. Call to Order.
- b. Reading of the Minutes.
- c. Report of the Treasurer.
- d. Report of the Committees.
- e. Unfinished Business.
- f. New Business.
- g. Program.
- h. Adjournment.

The constitutions of the Junior Class, the Sophomore Class, and the Freshmen Class are identical with the constitution of the Senior Class, with the following exceptions:

A member of the Junior Class must have earned more than 63 semester hours of credit, but fewer than 96 semester hours.

A member of the Sophomore Class must have earned more than 31 semester hours of credit, but fewer than 64 semester hours.

A member of the Freshman Class must have earned fewer than 32 semester hours of credit.

TO DO

OR

NOT TO DO

REGULATIONS FOR ALL STUDENTS

ACADEMIC REGULATIONS

- I. Grades—The following symbols are used:

A—Superior
B—Excellent
C—Average
D—Passing
E—Incomplete
F—Failed
S—Satisfactory

An E grade must be made up during the next semester where laboratory practice is not necessary. In case of specific laboratory techniques being involved the E grade must be made up in the semester when the course is next scheduled. All E grades not removed according to these instructions shall automatically become F grades. S grades are assigned in the courses in Health and Physical Education and Orientation.

II. Quality Points

Quality points are given as follows: Each hour of A gives 3 points; of B, 2 points; of C, 1 point; of D, no point; of E and F, -1 point. No quality points are assigned to grades in Health and Physical Education and Orientation.

III. Quality Point Requirements

1. For graduation a 1.0 average (C) required.
2. For a student teaching assignment a 1.0 average (C) is required, and in addition a similar average in the fields of specialization.

3. Students whose point average in any semester is below 1.0 (C) are warned; if 0.5 or below, they shall be placed on probation and permitted to carry a program of studies not to exceed 12 semester hours during the following semester. Failure to achieve a C average during such probationary semester will necessitate a request for the student's withdrawal from the college.
4. Students with a point average below C for two consecutive semesters shall be advised to transfer to another institution, enroll in a different curriculum, or make some other appropriate adjustments.

IV. Dropping Subjects and Changing Courses

1. No course shall be dropped without a penalty grade of F after the fourth week of a semester; prior to such time, the student must secure the approval of the instructor of the course and the Director of the Department for such withdrawal.
2. Students who desire to transfer from their group must secure the written consent of the Director of their group, the Director of the group to which they wish to transfer, of parent or guardian, and of the Dean of Instruction.

3. Students are classified according to the number of semester hour credits they have earned according to the following scale:
 - 0 credits—Freshman classification
 - 32 credits—Sophomore classification
 - 64 credits—Junior classification
 - 96 credits—Senior classification

V. Additional Work

Students who wish to carry from one to three hours of work beyond the regular program for their semester must: (a) make a 2.0 average for their previous work or for the previous semester; (b) secure in advance the written approval of the Dean of Men or the Dean of Women, the Director of their group, and the Dean of Instruction. These conditions cannot be met in the first semester of residence. This does not apply to students in the accelerated program.

VI. Absences and Excuses

1. Students absent will report immediately upon their return to the office of their respective Dean of Students. In order to secure an excused absence they should present from parent, guardian, housemother, nurse, or

physician a written statement of the reason for the absence. Each student must present a permit to return to class excused or otherwise as the circumstances may justify not later than the second meeting of the class following the absence.

2. Instructors will keep an accurate record of absences and tardinesses, excused or otherwise, report them each nine weeks on class cards and at other times as directed.
3. Unexcused absences are regarded as *prima facie* evidence of neglect and indifference and are so considered in estimating grades.
4. Students absent from more than one-fifth of the regularly scheduled class meetings of a semester in any course shall not be graded above an E (conditional failure), unless the work has been completed to the satisfaction of the instructor.

VII. Transfers

1. Transfers will be accepted only on presentation of complete entrance records and official records including honorable dismissal from the institution or institutions previously attended. The Dean of Instruction may request from the institution concerned information concerning

the personal traits and characteristics of the individual transferring.

2. Credit may be given only for courses where grades above the lowest passing grade in the institution attended have been received.
3. Any transfer credit given is conditioned upon the transfer student completing a full semester of work with a 1.0 average (C).
4. Transfer students shall be required to present a marked general catalog of the institution from which they are transferring containing course descriptions.

VIII. Entrants with High School Records Below the Middle of the Class

Students with below average records in their respective high schools must pass the prescribed tests and are admitted conditionally until they complete a regular semester of work with at least a 1.0 average (C).

IX. Regulations Concerning Examinations

The following policies concerning the administration of examinations have been adopted by the Administrative Council:

1. A minimum of three systematic evaluations of student achievement shall be made during each semester.
 - a. Wherever possible, more than one type of test, including the subjective test, should be used by the instructor of any subject during a semester's work.
2. The index of achievement from written tests should not be weighted more than 20% of the final grade of the student.
 - a. Semester grades shall be based on as many factors as possible, including results of tests and examinations, project, individual participation in class, term reports, individual special reports, growth, laboratory work, field work, and the like.
3. Written examinations shall be no more than one class hour in length, and the questions and problems should be consistent with this limitation.
4. These recommendations do not indicate the necessity for an examination week as such.

INFIRMARY REGULATIONS

Office Hours

Of College Physician:

Monday—9:00 a. m.—10:00 a. m.

Wednesday and Thursday—4:00 p. m.
—5:00 p. m.

The College Physician will be called by the College Nurse in cases of emergency.

Of Dispensary:

Daily except Sun. 9:00 a.m.—11:30 a.m.
3:00 p.m.—5:00 p.m.

The College Nurse will be on call for accidents from 7 a.m. to 6 p.m., and from 11 p.m. to 7 a.m.

The Infirmary is closed from 6 p.m. to 7:00 a.m., during which time any emergencies occurring must be reported to the Dean of Men or the Dean of Women, who will get in touch with the Nurse or Doctor.

Students ill in the infirmary are not permitted to have visitors.

It is suggested that each student supply his own hot water bottle.

Requests for Trays

Requests for trays for students ill in their rooms must be made to the College nurse before the following hours:

For breakfast 7:30 a. m.

For luncheon 11:30 a. m.

For dinner 5:00 p. m.

LIBRARY REGULATIONS

Hours

Monday to Thursday inclusive

8:00 a. m.—12:00 m.

1:00 p. m.—~~4:00~~ p.m. 4:30

7:30 p.m.—9:00 p.m.

Friday

8:00 a. m.—12:00 m. 1:00 p.m.—~~4:00~~ p.m. 4:30

Saturday

9:00 a. m.—12:00 m.

The Library is closed during assembly periods.

Circulation Rules

General reference books such as dictionaries, encyclopedias, anthologies, year books, and atlases; books designated by faculty members as reserve material for the use of their students; and current periodicals may be taken from the Library as follows:

Monday to Thursday inclusive

~~4:00~~ p.m.—7:30 p.m. 9:00 p.m.—8:00 a.m.

Friday, ~~4:00~~ p.m.—Saturday, 9:00 a.m.

Saturday, 12:00 m—Monday, 8:00 a.m.

From
Magazines which are not current may be borrowed for three days only, after which there will be a fine of two cents a day on each Magazine overdue. They will not be subject to renewal without special permission of the librarian.

Books not included in the aforementioned groups may be taken from the Library for two weeks with the privilege of one renewal. However, books may be recalled at any time for class or reserve use.

All library material which a student may wish to borrow must be charged to him at the desk in the Main Library.

Reserves

Reference books and reserve material may be reserved earlier in the day for the hours previously indicated. Reserves for the week-end, to be taken from the library Saturday at 12:00 m., may be made on Friday. ~~No material in the library may be reserved except general reference books and material reserved by the faculty for the use of their students.~~ There is no waiting-list.

Fines

A fine of five cents an hour is imposed on any reserve or reference material which is held overdue. Overdue books not included in the restricted circulation group are subject to a fine of two cents a day.

Books and periodicals lost or seriously damaged by students must be paid for before the close of the College year.

Recordings

Recordings, owned by the Music Education Department, but housed in the library, may be borrowed by students only on written permission of a member of the Music Education faculty.

Rental Collection

The library maintains a Rental Collection of recent, popular books which could not otherwise be purchased. There is a minimum charge of five cents for the first week, payable when the book is taken out. If a rental book is overdue, the charge is two cents for each of the first three days and ten cents a day for all succeeding days.

SERVICES TO OUTSIDE PATRONS

In keeping with the function of the college to render professional service to its constituency throughout the Mansfield Service Area, the Library is open to persons not enrolled at the college under the following regulations:

Circulation Rules

All persons not connected with the college are permitted to take materials from the college library providing they pay a \$2.00 deposit which will be given back when the materials are returned.

Included under this regulation are graduates of the college who are now teaching within the service area, persons living in Mansfield, and those residing in nearby towns.

Not more than three books or magazines may be taken out at one time.

Former faculty members have the same privileges as active members.

Fines

The same rules which govern the student body apply to outside patrons with respect to fines.

A fine of 2c a day is made for ordinary material which is overdue.

A fine of 5c an hour is made for reserve or reference material which is overdue.

Such fines are to be taken out of the deposit which the patron has left with the librarian.

Postage for overdue notices which are sent to the patron will also be taken out of the deposit.

REGULATIONS FOR WOMEN STUDENTS LIVING IN THE DORMITORY

Whenever a number of persons live together there must exist some form of social control or government. Accordingly, the Women's Dormitory Council has adopted these regulations to promote the best possible life for women students. Each student is required in the spirit of honor to keep them.

ABSENCES FROM CAMPUS

Before leaving the campus for an absence of more than three hours, a student is required to register her name, destination, time of departure, and expected time of return on the notebook provided in her corridor; and, on returning, the time of her return.

Permissions for absences are granted as follows:

1. In the town of Mansfield:

a. During the day:

All students may leave the campus to visit approved homes and restaurants and to attend church services and programs at the Twain Theatre.

b. For the evening:

On Mondays, Tuesdays, Wednesdays, and Thursdays, Sophomores, Juniors, and Seniors may leave the campus as indicated before, their return being made by 10:00 p. m. Freshmen with

satisfactory academic standing may have this privilege at the end of the first nine weeks of the first semester.

On Fridays, Saturdays, and Sundays, all students may leave the campus for the aforementioned reasons, their return being made by 10 p. m. on Sunday and 11 p. m. on the other two nights.

A few late permissions are granted by members of the Women's Dormitory Council to upper-classmen and to second semester freshmen

c. For the night:

A student is required to secure the permission of her parents and the Dean of Women.

2. From the town of Mansfield:

Before leaving, except in case of short hikes, a student is required to secure the permission of her parents and the Dean of Women. For trips to her home over the week-end, a general permission is granted.

3. On the campus, but from one's own room for the night:

A student may spend the night in a room other than her own on Fridays and Saturdays, provided that she registers this in-

tention with the Women's Dormitory Council member on her hall.

4. Late return to the dormitory:

If a student plans to return to the dormitory after it is closed for the night, she should notify the Dean of Women of her plan before her departure. If this is not possible, she should telephone or telegraph the Dean of Women. No woman student is permitted to walk alone from the bus terminal to the dormitory after 10 p. m. Arrangements will be made for a woman student who arrives on a late bus to be escorted from the bus terminal to the dormitory.

Each student is to mail to her parents in September an absence permission blank. Parents are requested to record their desires in this matter on this blank and mail it directly to the Office of the Dean of Women, where it is placed on file.

AUTOMOBILING

Because of the danger of accidents, permission of parents must be granted before students may ride in automobiles. During the day all students may ride within the borough limits without further permission; but at night only with the additional permission of the Dean of Women. To ride outside the town of Mansfield requires the permission both of the parents and the Dean of Women.

Special permission from the Dean must be secured for each trip. Permission to ride outside the town of Mansfield at night is granted only to Sophomores, Juniors and Seniors. Each student is to mail to her parents in September an automobile privilege blank. Parents are requested to record their desires in this matter on this blank and mail it directly to the Office of the Dean of Women, where it is placed on file.

A woman student while under College regulations may not have an automobile in Mansfield without special permission of the Dean of Women. Permission is granted only in cases of necessity.

OFF-CAMPUS DANCES

Students may attend approved dances in the town of Mansfield with the permission of a member of the Women's Dormitory Council. Late permissions of one hour to freshmen and sophomores and two hours to juniors and seniors may be given to students who attend.

ELECTRICAL EQUIPMENT

Radios and electric sewing machines may be installed in women's rooms with the permission of the Dean of Women, provided that the installation is approved by the Superintendent of Grounds and Buildings.

Approved study lamps are provided for each room.

Electric irons are provided for use in the laundry room.

Other electrical equipment may not be used in students' rooms.

FIRE REGULATIONS NORTH HALL

On discovering fire in North Hall, ring the nearest fire alarm. On hearing a fire-alarm signal, repeated short rings, prepare immediately to leave the building.

Procedure in case of fire:

- Turn on lights, if fire is at night.
- Put on shoes and coat.
- Secure bath towel.
- Close windows
- Raise shades.
- Move quickly and silently to nearest exit.

North Hall exits:

- Second-floor arcade.
- Second- and third-floor bridges.
- Fire tower.
- Center stairway to first-floor exit.
- Back stairways to second-floor exits.
- Fire escapes (east and south ends of North Hall).

Use of exits:

Students on north end of third, fourth, fifth floors leave building by fire escape at south end.

Students on south end of third floor leave building by way of third-floor bridge.

Students on north end of third, fourth, and fifth floors leave building by fire tower.

Students on north end of second floor leave by second-floor bridge at northeast corner.

Students in center wings of third, fourth, and fifth floors leave building by fire escape at east end of building.

If any exit is blocked by fire, use the nearest safe exit.

GUESTS

For the night:

Students may entertain overnight guests in the dormitory over the week-end whenever arrangements have been made in the Office of the Dean of Women before their arrival. It is understood that guests are under the regulations of the College, and that the responsibility for acquainting guests with these regulations rests with the hostess.

For meals:

Meal tickets may be purchased at the Office of the Dean of Women at the following rates:

Breakfast—35 cents.

Luncheon and Supper—45 cents.

Dinner—60 cents.

On Sunday afternoons:

A woman student who wishes to entertain her father in her room may do so on Sunday afternoon from 2 p.m. to 5 p.m. provided she has obtained permission at the Office of the Dean of Women.

HIKING

Women students may hike outside the borough limits during the day, provided that there are two or more women students in the party.

HOURS

In the interest of student health, of comfortable community living, and of satisfactory academic work, certain hours are designated as study hours and night-quiet hours.

Study hours

Monday to Thursday inclusive
7:30 p.m.—10:00 p.m.

Night-quiet hours

Sunday to Thursday inclusive
11:00 p.m.—7:00 a.m.

Friday, 11:30 p.m.—Saturday, 7:00 a.m.
Saturday, 12:00 m.—Sunday, 9:00 a.m.

Typewriters may not be used in students' rooms or in corridors during night-quiet hours. After 11:00 o'clock at night, typewriters may be used only in Room 435, and then only if permission is granted by a member of the Women's Dormitory Council.

Radios may be played at any time except during the night-quiet hours, provided that they are tuned so that they cannot be heard outside the room.

A freshman woman student shall be in her own room, in the practice room or in the library from 7:30 p.m. to 10:00 from Monday through Thursday during the first nine weeks of the first semester.

LAUNDRY

Each student may send twelve (12) pieces of plain laundry each week to the Satisfactory Laundry in Williamsport.

Bags for outgoing laundry should be placed near the freight elevator on second floor not later than 8:00 a.m. on Wednesday. Students may receive incoming laundry on Wednesday from 3:00 p.m. to 4 p.m. and immediately after dinner.

A laundry room, adequately-equipped, is provided for women.

The laundry room is open daily except Saturday and Sunday from 8:00 a. m. to 5:30 p.m. and on Saturday from 8:00 a.m. to 5:00 p.m.

LIGHTS

Students are urged to arrange their schedules so that they have eight hours of rest a night. Students are encouraged to turn out their lights by 11 p.m. Sunday to Thursday inclusive and by 11:30 p.m. Friday and 12:00 midnight Saturday.

PLAYING OF MUSICAL INSTRUMENTS

Musical instruments shall not be played in the rooms of students. Practice rooms are available on the Seventh Floor.

CARE OF ROOMS

Because of the importance of pleasant and orderly surroundings and the value to the student in maintaining them

rooms are inspected and graded weekly. Room-ratings are incorporated in the personnel record of each student.

For sanitary and aesthetic reasons the following regulations should be observed:

1. Make beds immediately after breakfast.
2. Sweep rugs on third-floor bridge, on bridge near Post Office, or on south fire escape.
3. Hang all wall decorations from molding.

Trunks may be kept in the student's room or in the store room.

Students must supply their own cleaning equipment and hangers.

SEWING ROOM

A sewing machine is provided in Room 435, North Hall. Each student is responsible for leaving the room in good condition.

NORTH HALL SOCIAL REGULATIONS

The Reception Room is the place provided by the College for women to entertain their friends. This is open to men and women at all times when North Hall is open. North Hall closes at 10:00 p.m., except on Friday and Saturday, when it remains open until 11:00.

Second-floor Well may be used as a reception room whenever such use would not interfere in any way with the official work being done on that floor. These times have been defined as follows:

1. In the afternoon, until 1:00 on every day except Saturday and Sunday, and on those days until 5:00.
2. In the evening until 7:30.

First-floor Well may be used as a reception room when the space provided by the aforementioned places is inadequate. These times have been defined as follows:

1. In the afternoon, until 1:00 on all days except Sunday, and on that day until 2:00.
2. In the evening, until 7:30.

The Y.W.C.A. Rooms may be used by women students for parties in the evenings until 10:50, provided a meeting of an organization is not scheduled. Requests for the use of this room are to be filed at the Office of the Dean of Women.

Women students living in Mansfield in homes other than their own are expected to follow the preceding regulations pertaining to absence from campus, automobileing, and off-campus dances.

The house mother may grant permissions regularly granted by members of the Women's Dormitory Council.

REGULATIONS FOR MEN STUDENTS LIVING IN THE DORMITORY

AUTOMOBILES

Men students desiring to keep an automobile must secure the permission of the College administration. Application may be made through the Dean of Men.

FIRE REGULATIONS, SOUTH HALL

On discovering a fire in South Hall, ring the nearest fire alarm. On hearing a fire alarm signal, repeated short rings, prepare immediately to leave the building.

Use of Exits

Men on south end of building use fire escape at that end of building.

Men on north end of building use fire escape at that end of building.

Men in alcove on third floor use fire escape at south end.

Men in alcove on fourth floor use fire escape at north end.

GUESTS

Students may entertain overnight guests in the dormitory whenever arrangements have been made with the Dean of Men before their arrival.

FRATERNITY AND CLUB INITIATIONS

No physical punishment shall be administered at any time.

The public initiation program shall be submitted in writing for approval to the sponsor, the Dean of Men, and the Dean of Women at least one day before the initiation begins.

The initiation program shall include no activities on the campus during class hours and no activities which disturb the public in general.

A limited number of off-campus activities will be permitted during class hours, provided that there is no interference with the class attendance of the candidate.

The initiation program shall be conducted in such a manner that classroom work may proceed as usual. Any mode of dress or any actions which attract undue attention are undesirable.

KEY DEPOSITS

A fifty cent deposit is required for each key issued for South Hall. The deposit will be refunded upon presentation of the key to the Dean of Men at the close of the academic year or when the student withdraws from South Hall if such withdrawal occurs before the close of the year. Failure to return the key as designated above will forfeit the deposit. Failure to return the key will constitute a debt to the College and may permit the College to withhold class credits.

PLAYING OF MUSICAL INSTRUMENTS

Musical instruments shall not be played in the rooms of students during class periods or on Sunday. Students may practice in their rooms during the noon hour, from 4:00 p.m. to 10:00 daily except Sunday, and from 12:00 m. to 10:00 p.m. on Saturday. The practice rooms on fifth floor may be used until 10:00 p.m. each day, Monday through Saturday, and from 12 m. to 10:00 p.m. on Sunday.

RADIOS

Men may have radios in their rooms by securing permission from the Office of the Dean of Men. These should be tuned so that they cannot be heard outside the room.

RESIDENCE IN DORMITORY

Students are permitted to stay in the dormitory only when the College is in session. The closing date will be announced by the College administration.

CARE OF ROOMS

Tacks and nails shall not be driven into the plaster of the rooms. There is a molding provided for hanging pictures and pennants.

REGULATIONS FOR THE USE OF THE WOMEN'S DAY STUDENT ROOMS

Hours

All women who are not living in the dormitory may study or relax in the Day Student Rooms, located on the first floor of the south end of North Hall, whenever they do not have a class during the day.

In order to conform to the regulations of the Women's Dormitory, all day students shall leave North Hall by 10:00 p.m. on week days and 11:00 p.m. on weekends.

No day student shall use the piano located in the Y.W.C.A. Room between the hours of 9:00 a.m. and 12:00 noon, or 1:00 p.m. and 4 p.m.

Lockers

Lockers are available by making a key deposit in the Dean of Women's Office. This deposit is refunded on return of key.

Lights

All study lamps on desks should be extinguished when leaving the room, when no other students are present.

Notices

All bulletins and personal notes to students are to be placed on the bulletin board provided for that purpose.

REGULATIONS FOR THE USE OF THE MEN'S DAY STUDENT ROOM

Hours

The Men's Day Student Room is located on the second floor of South Hall and offers to the Men Day Students a place for study or rest during the period when they are not in class.

The room is under the supervision of a committee of Men Day Students selected by the President of the Men's Student Club and the Dean of Men.

REGULATIONS GOVERNING THE USE OF COLLEGE BUILDINGS

NORTH HALL

General Regulations

1. The building shall be open on Sunday through Thursday from 7:00 a.m. to 10:00 p.m. and on Friday and Saturday from 7:00 a.m. to 11:00 p.m.
2. Both men and women may use the main door at the west side of the building and the door at the second-floor arcade. Women only may use the door at the northeast side of the building on the second floor and the door at the third-floor arcade.
3. Men are permitted only in the first-floor foyer, the dining room, the YWCA Room at specified times, the second floor well, and the south end of second floor. This rule does not apply to College employees performing official duties. Men students studying in the music studio, No. 430, should use the passenger elevator. The specified times when the YWCA Room may be used by men and women are on the occasions of student organizations and other group meetings approved by the Dean of Women.

SOUTH HALL

General Regulations

1. Women are permitted only on the first floor unless given permission by the administration of the College or accompanied by a member of the faculty.

ALUMNI HALL

General Regulations

1. All meetings and activities shall be scheduled in advance at the Office of the Dean of Instruction.

ARTS BUILDING

General Regulations

1. Students shall not use the building after 5:00 p.m. or on Saturday or Sunday unless attended by a member of the faculty.
2. One evening a week the building shall be open for workshop activities. On these occasions the equipment must be left in perfect condition and ready for use the next day.
3. Permission to use the building for club meetings or other special activities shall be secured from the director of the building personally. Such events should be concluded and the building closed by 10 p.m.

EDUCATION CENTER

General Regulations

- 1 Students shall not use the building after 5:00 p.m. or on Saturday or Sunday unless attended by a member of the faculty.

ELEMENTARY SCHOOL BUILDING

General Regulations

1. It is anticipated that the building will not be in use after 5:00 p.m. In case it is absolutely necessary, a member of the faculty shall be present and shall be responsible for closing the building.

GYMNASIUM BUILDING

General Regulations

1. Only students taking part in scheduled classes, practice for sports, or regularly-scheduled recreational activities shall be allowed to use the gymnasium except by permission from the directors of athletics.
2. No one shall be allowed on the gymnasium playing floor unless he is equipped with regulation gymnasium shoes.

STRAUGHN HALL

General Regulations

1. The building shall be opened by the janitor at 7:00 a.m. and closed at 6:00 p.m.
2. All meetings, rehearsals, and other activities shall be scheduled as far in advance as possible with the Director of Music Education. Each individual or group shall confine its efforts strictly to the time allotted.
3. Each individual or group shall be responsible for setting up and taking down its own equipment, so budgeting its time and organizing its routine that the stage will be entirely clear, with all equipment properly disposed of at the conclusion of the reserved period.

STUDENT CENTER

General Regulations

1. All meetings and activities shall be scheduled in advance at the Office of the Dean of Women.
2. The building shall be locked on week days at 7:30 p. m. and all day Sunday.

I'M
A
MEMBER
OF

STUDENT ACTIVITIES AND POLICIES

PURPOSE AND PLAN

The Student Activities of Mansfield State Teachers College are intended to afford opportunities for young men and women to express their personal interests, talents, and abilities and to secure socially-constructive training and experience. It is planned and pursued in accordance with principles of everyday work and play.

STUDENT GOVERNMENT

Every student in the college is a member of the Student Government Association. The administrative body of the Association, the Student Council, is representative of all the classes and groups on the campus, and directs the extra-curricular programs.

SOCIAL ACTIVITIES

Dances, parties, receptions, teas, etc., formal and informal, provide wholesome recreation and entertainment for the student and at the same time present an opportunity for him to orient himself to co-operative living and social poise

ATHLETIC ACTIVITIES

For the duration intercollegiate athletics have been postponed, but already we are anticipating revival of our pre-war basis of non-professionalism and good sportsmanship in the athletic field

However, the students have maintained a lively interest in intramural athletics. Tournaments and class competitions af-

ford the student the opportunity to participate in his favorite sports. Among the most popular are tennis, swimming, basketball, volleyball, and bowling.

ORGANIZATIONS

Honor Fraternities

Kappa Delta Pi: Juniors having six and Seniors having twelve semester hours of education and who are ranking in the upper quartile of their class are eligible to this national Education honorary society. The aims of KDP are to set up worthy scholastic and professional ideals and to recognize outstanding work in the field of teaching.

Lambda Mu is a local music sorority. Women students who are seniors, juniors and second semester sophomores in the Music Department are eligible for membership. Election is based on musical attainment, general scholarship and integrity of character. The organization stresses individual and group performance. Program meetings are held monthly, and initiations twice a year.

Phi Mu Alpha Sinfonia is a national Music fraternity for men of superior musical ability and scholastic, professional, and social standing. The organization is dedicated to the interests of "the manly musician and the musically man" and endeavors to draw such persons into its fellowship. This fraternity is inactive for the duration of the war.

Phi Sigma Pi is a national Education fraternity for men in teacher-prepara-

tion institutions. Its ideals are character, knowledge, and fellowship. Its personnel is limited to men of superior scholastic, professional, and social standing, who have spent at least one year at the College. The fraternity has been disbanded for the duration of the war.

Pi Kappa Epsilon is a local Homemaking sorority. It attempts to stimulate professional, cultural, and inspirational growth. Its members are selected from the second semester sophomore, junior and senior classes, according to definite scholarship and character requirements.

Sigma Zeta is a national Science honor society limited to upperclassmen. Because of the very few persons eligible to membership at the present time, the organization has temporarily suspended its activities.

Musical Organizations

The instrumental organizations are so planned as to provide musical experience and additional instruction for students at their various levels of achievement. Stress is laid on musical style in performance and effective rehearsal procedures. Instrumental arrangements made by students are tried out in these groups and the more able student conductors are given opportunities from time to time to conduct them. While planned primarily to meet the needs of the students in the Music Education Curriculum these organizations are always open to qualifying students from other departments. Listed below are the ensembles planned for the year 1945-1946.

The Music Department Chorus has for its purpose the interpretative study of a variety of fine choral music and a practical demonstration of methods and procedures for the attainment of superior choral singing. Public appearances are regularly scheduled.

The Women's Chorus is an organization open to all Elementary, Secondary and Homemaking students who can meet the minimum vocal requirements. The group performs at college assemblies and social functions.

The Madrigal Singers are a group of six singers who make a special study of the a cappella music of the sixteenth and seventeenth centuries and of works in contemporary styles. They perform publicly both on and off the Campus.

The Brass Ensemble is a group composed of the more experienced brass players. Its repertoire includes recently published early music for these instruments as well as modern works. The group gives outdoor concerts on the Campus in the spring and fall seasons, as well as indoor programs both off and on the Campus.

The Concert Group is a small orchestral ensemble made up of the most experienced of the string, woodwind and brass players, and a pianist. The repertoire consists largely of symphonic literature and of modern works written for small orchestras. This organization makes public experiences.

The Woodwind Group is a practice group designed to give ensemble experience to students who have had a minimum of one semester of study on an instrument of this class.

The Chamber Ensemble will be made up of string and wind players selected from the more able players in the instrumental classes.

Religious Organizations

The Y.M.C.A., which all men are invited to join, seeks to develop the individual spiritually, morally, and socially. Inspiring programs of music and pertinent discussions are conducted weekly. This organization is inactive for the duration of the war.

The Y.W.C.A., which welcomes all women students to membership, operates for their spiritual, moral, and social welfare. The weekly meetings are planned to encourage timely thinking.

Special-interest Organizations

The Art Club is an honor society for persons who attain the grade of A in one semester of Art. An affiliate of the Eastern Arts Association, it promotes an appreciation of the fine arts through the examination and creation of artistic things and sends delegates to the annual conference. Of particular interest and value are work meetings, which influence the development of individual talent.

The Association for Childhood Education is a branch of the state and national organizations devoted to this subject. It unites in active cooperation the students and the faculty of the Elementary Education Department.

The College Players present two three-act plays each year. Semi-annually the organization selects new members through try-outs. Membership is also open to students interested in costuming, make-up and staging, as well as acting.

The Music Educators Club is composed of all students in the Music Education Department. The organization meets monthly and serves as a forum where topics of common interest are presented and discussed.

Omicron Gamma Pi is a local sorority for all women enrolled in the Homemaking Education Department. A member of the American Home Economics Association, the organization keeps in close touch with national activities in its field.

The Secondary Education Club is the newest student organization on the campus, having been formed in April, 1943. It is open to anyone regularly enrolled in the Secondary Department. The purposes of the club are: to promote and protect the interest of Secondary Education, to discuss and solve common problems, to keep in touch with new developments, and to develop closer fellowship amongst the members.

The Women's Athletic Association seeks to promote interest and participation in sports and recreational activities by providing opportunities to participate in many and varied activities, which are climaxed by tournaments. The organization sponsors the securing of additional sports facilities and equipment—such as the repair and upkeep of the bowling alleys, and purchasing of indoor roller skates.

PUBLICATIONS

The Carontawan. The college yearbook at MSTC is the Carontawan, which is an Indian expression meaning "little town on the hill." It is dedicated to student life at Mansfield and is published by a board representing all departments and classes. Every member of the Mansfield Cooperative Government Association receives a Carontawan.

The Flashlight, the College newspaper, is published once a month. Its chief aims are to promote student activities and college spirit on the campus. Anyone with sufficient interest may become a member of the Flashlight Staff by writing a letter of application to the editor. All students and faculty members receive the Flashlight.

The Password, the student handbook, is published annually by the Student Council and dedicated primarily to the Freshmen. It is a compilation of information about the College and life at M.S.T.C.

ASSEMBLIES

Assemblies for the entire student body, the faculty, and others are held every Tuesday at 2:00 p. m. in Straughn Hall. Their primary purpose is to supplement the work of the classroom. Assemblies not only give the students an opportunity for developing sound appreciation of the various fields of learning and the arts, but also give the student an opportunity to participate in such programs. Regular attendance makes for better scholarship and more successful living.

ARTISTS COURSES

The college conducts two excellent artists courses—the Assembly course and the Auditorium course. The Assembly course is designed to vary the student participating activities of the assembly period; the Auditorium course intended to provide cultural experiences on a high level. The college attempts to secure the finest lecturers, musicians, dancers, and actors obtainable; and during the past several seasons has been fortunate in scheduling such attractions as Jessica Dragonette, Roland Hayes, William Masselos, William Gephart, Dorothy Canfield Fisher, Dr. Henry Seidel Canby, Dr. William Kirkpatrick, the United States Navy Band, the Graff Ballet and Don Cossack Chorus.

Admissions to these programs is covered by the Student Activities Fee.

MOTION PICTURES

Friday evenings at 8:00 p.m. motion pictures are shown in Straughn Hall. Not only are the finest pictures in the fields of entertainment and education presented on the College screen as part of the Auditorium program, but also newsreels and travelogues are scheduled as an adjunct to the Assembly program. They are a valuable enrichment to the social and academic life on the campus. Admission is covered by the Student Activities Fee.

COLLEGE COMMUNITY VESPER SERVICES

Vesper services arranged by the College in cooperation with the local churches are conducted one Sunday every month at 4:30 o'clock in the afternoon. The programs are made up of addresses by well-known clergymen and laymen representative of all faiths; non-sectarian devotional exercises; and special music.

The Programs Planned for 1945-1946 Are:

Sunday, September 16

Rev. Irving J. Shafer
South Presbyterian Church
Elmira, New York

Sunday, October 14

Rev. Joseph J. Nallin
Saint Aloysius Church
Ralston, Pennsylvania

Sunday, November 11

Rev. Edgar C. Smith,
Director of Education,
The Pennsylvania Baptist Convention
Philadelphia, Pennsylvania

Sunday, January 13

Rev. Francis D. Davis
Trinity Episcopal Church
Williamsport, Pennsylvania.

Sunday, February 10

Rev. Ellroy D. VanDyke
First Methodist Church
Penn Yan, New York

Sunday, March 10

Rev E. Raymond Shaheen
Messiah's Lutheran Church
South Williamsport, Pennsylvania

Sunday, April 7

Cantata by the Music Education
Department

POLICIES CONCERNING STUDENT ACTIVITIES

Membership in Student Organizations
Student organizations are classified as follows:

Departmental Organizations

Association for Childhood Education
(Elementary)
Omicron Gamma Pi (Homemaking)
Music Educators Club (Music)
Secondary Education Club (Secondary)

Honor Fraternities

Kappa Delta Pi
Lambda Mu
Pi Kappa Epsilon
Sigma Zeta

Professional and Social Fraternities

Phi Mu Alpha Sinfonia
Phi Sigma Pi

Special-interest Organizations

Art Club
College Players
Women's Athletic Association

1. A student may belong to any three of the preceding organizations, provided that he meets the necessary qualifications for membership.

2. If a student belongs to more than three organizations, the distribution must be as follows:

Departmental Organization	-----	1
Honor Fraternities	-----	2
Professional and Social Fraternities, Special-interest Organizations	-----	2

3. The maximum number of organizations to which any student may belong is five. This does not include membership in the Y.M.C.A. or the Y.W.C.A.

Extra-class Point System

The extra-class point system at Mansfield State Teachers College aims to distribute responsibilities and honors in extra-class activities among the maximum number of students, to assist students in balancing their class and extra-class activities, to develop competent leadership in the student body, and to promote efficiency in each activity.

For the accomplishment of these purposes, each recognized extra-class activity office has been assigned a certain value in points, ranging from one to ten, the number being determined by the amount of work entailed by that activity.

No student may carry more than ten points, and no student may serve as president of more than one organization at a time.

The point system is administered by a member of the Student Council. It shall be the duty of this member to enforce the point system and to record all activities of students in card catalogues containing a card for each student and kept in the office of the Dean of Women.

The secretaries of all student groups must submit lists of all members and all officers within one week after organization in the fall and within two days after admissions or elections whenever these occur during the year.

Distribution of Extra-class Points

Student Council

President -----	10
Vice President -----	6
Secretary -----	6
Treasurer -----	6

Men's and Women's Dormitory Councils

President of Women's Dormitory -----	8
President of Men's Dormitory -----	7
Council Members -----	6

Classes

Fresh. Soph. Jun. Sen.

President -----	6	6	6	7
Vice President -----	2	2	2	2
Secretary -----	2	2	2	2
Treasurer -----	2	2	2	2

Carontawan Board

Editor-in-Chief -----	10
Assistant Editor -----	4
Business Manager -----	7
Assistant Business Manager -----	4
Art Editor -----	4
Photograph Editor -----	3
Assistant Photograph Editor -----	2
Athletics Editor -----	4
Homemaking Editor -----	3
Music Editor -----	3
Schools Editor -----	3
Organizations Editor -----	3
Senior Class Editor -----	4
Junior Class Editor -----	2
Sophomore Class Editor -----	2
Freshman Class Editor -----	2

Flashlight

Co-Editor -----	8
Business Manager -----	8
Board Members -----	3

Day Student Clubs

President -----	6
Vice President -----	3
Secretary-Treasurer -----	4

Other Organizations

President -----	5
Vice President -----	3
Secretary -----	3
Treasurer -----	3
Secretary-Treasurer -----	4
Cabinet Members -----	2

Rules Governing Office-holding

Scholastic requirements for any elective office carrying points are:

For Seniors, Juniors, Sophomores, and Second-semester Freshmen:

An average of C, or 1.0.

For First-semester Freshmen:

A ranking in the upper half of the high school graduating class.

WHO'S
WHO
ON
CAMPUS

WHO'S WHO IN CAMPUS ORGANIZATIONS

American Association for Childhood Education

President -----	Jean Brunner
Vice President -----	Jeanette Mastropietro
Primary Vice President	Barbara Watkins
Kindergarten Vice President -----	
----- Frances Marcucci	
Intermediate Vice President -----	
----- Arian Bohlauer	
Recording Secretary -----	Geraldine Baker
Corresponding Secretary and	
Treasurer -----	Patricia Spencer
Adviser -----	Dr. Retan

Art Club

President -----	Pauline Schanbacher
Vice President -----	Carol McClintock
Secretary -----	Anna Mary Shultz
Treasurer -----	Jean Brion
Adviser -----	Miss Murphey

Carontawan Board

Editor-in-Chief -----	Ann McCawley
Assistant Editor -----	Harold Besanceney
Business Manager -----	Connie Nares
Assistant Business Manager -----	
----- Elizabeth Leach	
Art Editor -----	Gloria Razey
Photograph Editor -----	Jane Pawling
Asistant Photograph Editor -----	
----- Victoria Washeleski	
Homemaking Editor -----	
----- Marjory Ann Eick	
Music Editor -----	Mary Jane Peters
Organizations Editor -----	Audrey McKenzie
Schools Editors -----	Sylvia Beck

Senior Class Editor ----- Janet Read
Junior Class Editor ----- Jean Whitney
Sophomore Class Editor ----- Esther Capwell
Freshman Class Editor ----- To be appointed
Adviser ----- Mr. Bertin

Class of 1946

President ----- Sylvia Beck
Vice President ----- Mildred Warner
Secretary ----- Eileen Lonard
Treasurer ----- Jean Brunner
Adviser ----- Miss Leberman

Class of 1947

President ----- Clarice Stilwell
Vice President ----- Pauline Schanbacher
Secretary ----- Lois Benn Batterson
Treasurer ----- Elizabeth Schmidt
Adviser ----- Mr. Lloyd

Class of 1948

President ----- Elizabeth Leach
Vice President ----- Shirley Palmer
Secretary ----- Wilma Lewis
Treasurer ----- Janice Monro
Adviser ----- Mr. Ledwith

College Players

President ----- Betty Tyrrell
Vice President ----- Suzan Smyth
Secretary ----- Virginia Kast
Treasurer ----- Charles Weed
Adviser ----- Miss Allen

Flashlight Board

Editor ----- Eleanor Mertz
Co-Editor ----- Eleanor Jones
Business Manager ----- William Weaver
Homemaking Editor ----- Betty Tyrrell
Music Editor ----- Audrey McKenzie

Secondary Editor ----- Mirabel Young
Elementary Editor ----- Jean Miller
Exchange Editor ----- Suzan Smyth
Sports Editor ----- Patricia Roche
Literary Editor ----- Jean McFadden
Art Editor ----- Elizabeth Schmidt
Typists -----
----- Mary Dorrance, Janet Read
Adviser ----- Mr. Bertin

Kappa Delta Pi

President ----- Edward Degville
Vice President ----- Patricia James
Corresponding Secretary -----
----- Marjory Ann Eick
Recording Secretary ----- Janice Madigan
Treasurer ----- Russell Camp
Adviser ----- Miss O'Brien

Lambda Mu

President ----- Mary Jane Peters
Vice President ----- Patricia James
Recording Secretary ----- Vivian Oakey
Corresponding Secretary -----
----- Elizabeth Wetmore
Treasurer ----- Gloria Razey
Adviser ----- Miss Brooks

Men's Student Club

President ----- Robert Glasser
Secretary-Treasurer ----- Cecil Simmons
Adviser ----- Dr. Stout

Music Educators' Club

President ----- Elizabeth Wetmore
Vice President ----- Regina Seeley
Secretary ----- Elma Hotchkiss
Treasurer ----- Audrey McKenzie
Adviser ----- Mr. Ledwith

Omicron Gamma Pi

President ----- Helen Buckingham
Vice President ----- Dorothy Bunting
Secretary ----- Ruth Mase
Treasurer ----- Anna Mary Shultz
Adviser ----- Miss Johnson

Pi Kappa Epsilon

President ----- Virginia Singley
Vice President ----- Elizabeth Schmidt
Secretary-Treasurer -----
----- Anna Mary Shultz
Adviser ----- Miss Leberman

Secondary Club

President ----- Janet Read
Secretary ----- Selden Spencer
Treasurer ----- Suzan Smyth
Adviser ----- Mr. Bertin

The Student Council

President ----- Marie Scudder
Vice President ----- Raymeta Chaffee
Secretary ----- Victoria Washeleski
Treasurer ----- Charles Weed
President, Women Dormitory -----
----- Carol McClintock
President, Women's Day -----
----- Janice Madigan
President, Men's Student Club -----
----- Robert Glasser
President, Senior Class ----- Sylvia Beck
President, Junior Class ----- Clarice Stilwell
President, Sophomore Class -----
----- Elizabeth Leach
Editor, Carontawan ----- Anne McCawley
Editor, Flashlight ----- Eleanor Mertz
Advisers ----- Miss Wasley, Dr. Stout

Women's Athletic Association

President	Eileen Leonard
Vice President	Mildred Hart
Secretary	Audrey Meyer
Treasurer	Virginia Kast
Adviser	Miss Morris

Women's Day Student Club

President	Janice Madigan
Vice President	Pauline Schanbacher
Secretary-Treasurer	Ruth Mase
Adviser	Miss Wasley

The Women's Dormitory Council

President	Carol McClintock
Senior Members	Jane Pawling, Virginia Singley
Junior Members	Dorothy Bunting, Bettejo Goodall, Ruth Izer
Sophomore Members	Doris Dussinger, Doris Willson
Adviser	Miss Wasley

Y.W.C.A.

President	Georgia Colwell
Vice President	Elizabeth Schmidt
Secretary	Helen Buckingham
Treasurer	Mildred Hart
Music Chairman	Raymeta Chaffee
Social Chairman	Patricia James
Membership Chairman	Patricia Spencer
World Fellowship Chairman	Janet Crist
Finance Chairman	Jean Brunner
Publicity Chairman	Emily Kerlin
Property Chairman	Audrey Heasley
Reporter	Bettejo Goodall
Undergrad. Rep.	Minnie Bender
Day Student Representative	Jean Brion
Adviser	Miss Jessie Grigsby

AT
YOUR
SERVICE

MISCELLANEOUS SERVICES

FINANCIAL ASSISTANCE

Students may obtain information in regard to financial assistance from the Dean of Women or the Dean of Men.

DINING ROOM SERVICE

Hours for Serving Meals:

Breakfast

Monday to	7:30 a.m.—8:30 a.m.
Saturday inclusive	
Sunday	8:30 a.m.—9:00 a.m.

Luncheon Monday to 11:30 a.m.—12:30 p.m.

Saturday
inclusive

Dinner Monday to 6:00 p.m.
 Saturday
 inclusive
 Sunday 1:00 p.m.

Supper Sunday 5:30 p.m.—6:30 p.m.

The vice presidents of the two Dormitory Councils with the Dean of Women constitute a Dining Room Committee for the assignment of dining room places. New assignments are made every six weeks. Students may choose their own places over the week-ends.

MAIL SERVICE

Incoming mail for students is received twice daily, Monday through Saturday, and is promptly distributed to the student mail boxes located in each dormitory. The mail arrives about 9:00 a.m. and 1:00 p. m.

TELEPHONE SERVICE

Incoming telephone calls for students are received at the Office of the Dean of Women from 8:30 a.m. to 10:00 p.m. After 10:00 p.m. calls of an emergency nature are received by the Night Watchman and are relayed to the respective dean.

Telephone booths are provided in both dormitories, which may be used by students for outgoing calls.

PASSENGER ELEVATOR SERVICE

The passenger elevator in North Hall is operated on the following schedule:

Monday through Friday	7:00 a.m. to 12:00 m. 12:30 p.m. to 6:00 p.m. 6:30 p.m. to 7:30 p.m.
Saturday	7:00 a.m. to 12:00 m. 12:30 p.m. to 2:00 p.m. 5:00 p.m. to 6:00 p.m. 6:30 p.m. to 7:30 p.m.
Sunday »	8:30 a.m. to 10:00 a.m. 12:00 p.m. to 1:00 p.m. 1:00 p.m. to 2:00 p.m. 5:00 p.m. to 6:00 p.m. 6:30 p.m. to 7:00 p.m.

LOST-AND-FOUND DEPARTMENT

A Lost-and-Found Department is maintained in the Office of the Dean of Women.

THE CAMPUS BOOK AND SUPPLY STORE

A book and supply store is operated on the campus by the Mansfield Co-operative Government Association. Any profit accrues to the Association for the furtherance of student life. The store is open from 8:00 a.m. to 4:00 p.m. on week days except Saturday and on Saturday from 8:00 a.m. to 12:00 m.

SING

SING

SING

COLLEGE SONGS

Mansfield, Hail! Will George Butler

Old Mansfield, high upon the eastern hill,
Dear Mansfield, hail to thee!
Thy loyal sons and daughters with a will
Salute in melody.
We bring a laurel wreath of praise,
And pledge our love thro' all the days;
Our Alma Mater, dear, all hail to thee!
Old Mansfield, hail to thee!

The world is better for the beacon light
Which thou hast shed abroad,
Strong hearts are stronger for the testing fight
That leads men up to God.
In all the varied walks of life, In peaceful paths and stress of strife,
We find thy sons and daughters true to thee.
Old Mansfield, hail to thee!

We never can forget the days we've spent
Within thy hallowed walls.
We'll learn sometime what all your lessons meant
When larger duty calls.
For ev'ry law and rule of thine, Is made
to fit our life's design.
We'll consecrate our lives to Truth and thee,
Old Mansfield, hail to thee!

The vision that we caught beneath thy
spell Has opened up the way
To opportunity, and serving well Upon
the King's highway.
We love the mem'ry of thy ways. Strong
lads and lassies fair as fays;
Our Alma Mater, dear, all hail to thee!
Old Mansfield, hail to thee.

Red and Black Victorious

Red and Black victorious,
Push on to the goal;
Fight to gain a victory,
Mighty cheers will roll.
Fight! Fight! Fight!
Forward, never faltering,
Our the goal to gain,
And as we march on to the victory,
Cheer for Mansfield's fame.
Rah! Rah! Rah!

Mansfield Victory

George Sallade Howard

Mansfield, Mansfield, fight, for her fame
Touchdown, Touchdown, make that your
aim
Let us fight on to reach the goal,
Let us retain our fame of ole.
And ever forward, forward, we're back-
ing you
M.S.T.C., loyal and true.
We'll spread your fame through all the
world
And always fight on to victory.

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DIRECTORY OF BUILDINGS AND CLASSROOMS

Buildings and classrooms are designated by the systems of symbols which follow:

Buildings

No.	Initials	Name of Building
1	EB	Elementary Building
2	EC	Education Center
3	GB	Gymnasium Building
4	SA	Straughn Auditorium
5	AB	Arts Building (Music and Homemaking)
6	PH	President's Home
7	SH	South Hall (Library and Men's Dormitory)
8	AH	Alumni Hall
9	NH	North Hall (Administrative Offices and Women's Dorm)
10	GH	Green House
11	JH	Junior High School
12	SB	Science Building
13	IB	Infirmary Building
14	SP	Swimming Pool
15	SC	Student Center
16	TC	Tennis Courts

Classrooms

1-99—Below ground level

100-199—Ground level

200-299—Above ground level



